ENCOMPASS

Workshop: Accounts Payable

Exclusively for use by the State of Indiana

Exercise 1: Accounts Payable – Voucher Inquiry

Start Exercise

Step 1.

Navigate to the following menu path:

Accounts Payable >> Review Accounts Payable Info >>

Vouchers >> Voucher

Expected Results: Voucher Inquiry page displays.

Voucher Inc	quiry	
Search Criteria		
Search Name	ALL	
	From To	
Business Unit	00050 Q	
Invoice Id	Q	
Vendor SetID	STIND Q	
Short Name	Q	Q
Vendor ID	Q Q	
Vendor Location	Q	
Invoice Date	3	
Due Date	3	
Entered Date	a	
Origin Set ID		
Origin	Q	
Control Group ID	Q Q	
Contract ID		
Lease Number	Q	
Item ID		

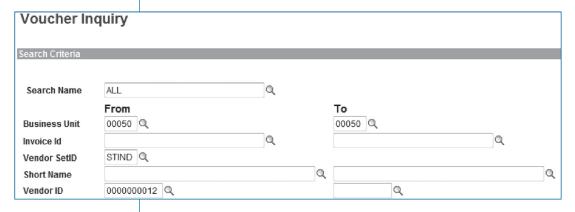
Step 2.

Enter or Select the following information:

Business Unit: 00050 Vendor Setid: STIND

Vendor ID: 0000000012 (8 zeros)

Expected Results: Correct data entry.



APSC02

Step 3.

Click Search

Expected Results: Voucher Inquiry Results page displays.

Voucher li	nquiry Resu	Its			Customize	Find Viev	v 100 I 🛗	First 1-10	00 of 300 D	Last
Vouche	r Details 🛚	Amounts Mo	re Details 🔪 🖪	= 1)						
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Payment Information	Scheduled Payments	Short Vendor Name
00050	00000336	X12568	09/01/2007	0000000012		No Match		\$		3MCOMPANY-001
00050	00000337	SABPOVoucher	09/21/2007	000000012		No Match		\$		3MCOMPANY-001
00050	00000338	ZHPOVoucherTes	t 09/21/2007	000000012		No Match		\$		3MCOMPANY-001
00050	00000339	321456	09/01/2007	0000000012		No Match		\$		3MCOMPANY-001
00050	00000340	X123984	09/24/2007	000000012		No Match		\$		3MCOMPANY-001
00050	00000341	ZHPOVoucher	09/24/2007	0000000012		No Match		\$		3MCOMPANY-001
00050	00000342	CSPOVoucher	09/24/2007	000000012		No Match		\$		3MCOMPANY-001
00050	00000345	1000010404	09/24/2007	0000000012		No Match		\$		3MCOMPANY-001
00050	00000347	ZH1234925	09/25/2007	0000000012		No Match		\$		3MCOMPANY-001
00050	00000349	INVOICE1234565	6 09/25/2007	0000000012		No Match		\$		3MCOMPANY-001
00050	00000350	MPABC1234	09/25/2007	0000000012		No Match		\$		3MCOMPANY-001
00050	00000351	ZH123925	09/25/2007	0000000012		No Match		\$		3MCOMPANY-001
00050	00000352	ZHTestBP_AM17	09/25/2007	0000000046		No Match			31	PRINTERSSU-001
00050	00000353	MP8500012	09/26/2007	0000000012		No Match		\$		3MCOMPANY-001
00050	00000361	223	10/03/2007	0000000012		No Match		(\$1		3MCOMPANY-001

APSC03

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Step 4.

Click to display all fields.

Expected Results: Fields displayed.

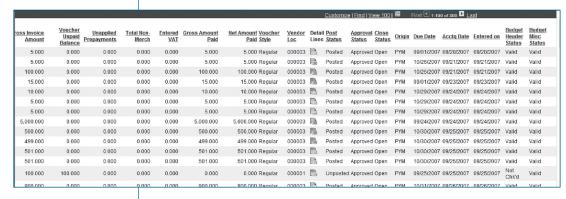
Voucher I	Inquiry Resu	lts													
Rueinage	Voucher ID		Invoice Date	Vendor ID	Accounting Entries	Match Status	Match WorkBench	Payment Information	Scheduled Payments	Short Vendor Name	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non- Merch
00050	00000336	X12568	09/01/2007	0000000012		No Match		(\$		3MCOMPANY-001	USD	5.000	0.000	0.000	0.000
00050	00000337	SABPOVoucher	09/21/2007	0000000012		No Match		\$		3MCOMPANY-001	USD	5.000	0.000	0.000	0.000
00050	00000338	ZHPOVoucherTest	09/21/2007	0000000012	Et .	No Match		\$		3MCOMPANY-001	USD	100.000	0.000	0.000	0.000
00050	00000339	321456	09/01/2007	0000000012		No Match		\$		3MCOMPANY-001	USD	15.000	0.000	0.000	0.000
00050	00000340	X123984	09/24/2007	0000000012	Et .	No Match		3		3MCOMPANY-001	USD	10.000	0.000	0.000	0.000
00050	00000341	ZHPOVoucher	09/24/2007	0000000012	릅	No Match		\$		3MCOMPANY-001	USD	5.000	0.000	0.000	0.000
00050	00000342	CSPOVoucher	09/24/2007	0000000012		No Match		\$		3MCOMPANY-001	USD	5.000	0.000	0.000	0.000
00050	00000345	1000010404	09/24/2007	0000000012		No Match		\$		3MCOMPANY-001	USD	5,000.000	0.000	0.000	0.000
00050	00000347	ZH1234925	09/25/2007	000000012		No Match		\$		3MCOMPANY-001	USD	500.000	0.000	0.000	0.000
00050	00000349	INVOICE12345656	09/25/2007	0000000012	=	No Match		\$		3MCOMPANY-001	USD	499.000	0.000	0.000	0.000
00050	00000350	MPABC1234	09/25/2007	0000000012	Bi .	No Match		\$		3MCOMPANY-001	USD	501.000	0.000	0.000	0.000
00050	00000351	ZH123925	09/25/2007	0000000012	Ria .	No Match		\$		3MCOMPANY-001	USD	501.000	0.000	0.000	0.000
00050	00000352	ZHTestBP_AM17	09/25/2007	0000000046		No Match			31	PRINTERSSU-001	USD	100.000	100.000	0.000	0.000
00050	00000353	MP8500012	00/28/2007	0000000012	<u></u>	No Match		ৰি		3MCOMPANY_004	LISD	900 000	0.000	0.000	0.000

APSC04

Step 5.

Scroll to the right to see the rest of the information.

Expected Results: Fields displayed.

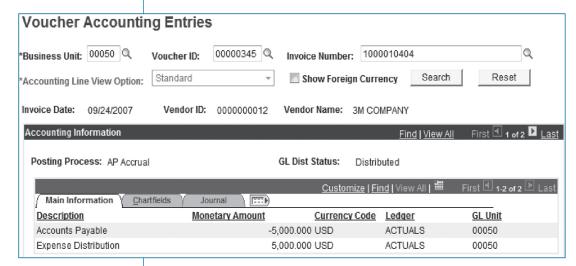


Step 6.

Find Voucher ID 00000345.

Click next to Voucher ID 00000345 in the **Accounting** Entries column.

Expected Results: Another window opens and **Voucher Accounting Entries** page displays.



APSC06

Step 7.

Click to display all fields.

Expected Results: Fields displayed.



Step 8.

Close the window and go back to the original window.

Click for Voucher ID 00000345 under the Payment Information column.

Expected Results: Payment details page displays.

					<u>E</u>	Back To Voucher Inq	uiry	
Business	s Unit:	00050	Voucher ID:	0000	0345 I	nvoice Number:	1000010404	
Vendor N	Vendor Name: 3M CO		PANY		١	/endor Location:	000003	
Gross Inv	voice Amou	ınt:	5,000	000	1	Fransaction Curren	cy: USD	
Details							Customize Find View All	First 🕙 1 of 1 🕑 Last
Bank SetID	Bank Code	Bank Account	Reference ID	pplied usiness nit	Applied Voucher ID	Payment	Payment Payment Amount Currency	Voucher Paid Payment Amount Status
STIND	AOS	AOS	11000063			10/04/2007	5,000.000 USD	5,000.000 Paid

APSC08

Step 9.

Click link for Payment Reference ID 11000063.

Expected Results: Payment Inquiry Result page displays.



Step 10.

Click Payment Reference ID 11000063.

Expected Results: Vouchers For a Payment page displays.

Vouchers I	For a Paym	nent								
						Back To Payment Ing	uiry			
Bank Name:	Auditor Of State					Pymnt Ref ID:	11000063			
Bank Account #:	8000002					Accounting Date:	10/04/2007			
Pay Cycle:	PCMSA Seq I	Num:	2			Payment Date:	10/04/2007			
Vendor Name:	3M COMPANY					Days Outstanding:	76			
Address:	2807 PAYSPHER	RE CIRCLE				Payment Clear Date:				
						Reconcile Date:				
	CHICAGO		IL	60674	USA	Value Date:	10/04/2007			
Payment Amount Description:	5,000	0.000 USD	Payment Method:	СНК						
								Customize Find	View All 🎹	First 1 of 1 Last
Business Unit Vouch	erID <u>Advice</u> <u>Advice</u>	dvice Date Ir	nvoice Number	Gross Paid A	mount	Paid Amount Cur	rency <u>Discount</u> <u>Taken</u>	<u>Late</u> <u>Charge</u>	Source	
00050 00000	<u>345</u> 1 09	9/24/2007 1	000010404	5,0	000.000	5,000.000 USE)		Accounts Paya	ble Vouchers

APSC10

Exercise complete.

Exercise 2: Payments Inquiry

Navigation

Accounts Payable >> Review Accounts Payable Info >> Payments >> Payment

Add a New Value

Inquiry Name: "Your initials"_PAYMENTS

Payments Detailed Information

Bank Setid: STIND
Bank Code: AOS
Bank Account: AOS

Remit Vendor: 0000000012

Additional Instructions:

Click Search to find results.

Click all tabs under Payment Inquiry Result.

Click on Payment Reference ID link to see specific payment information.

Results

If your screens don't reflect the ones below, please notify the instructor.

	t Inquiry Res ent Details	ult <u>A</u> dditiona	I Info	V Einanci		<u>te Find View</u>	<u>100</u> ^Ⅲ	First 🕙 1-50 (of 123 Last
,	Payment Reference ID	Payment Method			Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	11000043	Check	5.000	USD	09/21/2007	09/21/2007	Paid	Unrecon	
VCHR	11000044	Check	100.000	USD	09/23/2007	09/23/2007	Paid	Unrecon	
VCHR	11000045	Check	15.000	USD	09/23/2007	09/21/2007	Paid	Unrecon	
VCHR	11000047	Check	5.000	USD	09/24/2007	09/24/2007	Paid	Unrecon	
VCHR	11000048	Check	10.000	USD	09/24/2007	09/24/2007	Paid	Unrecon	
VCHR	11000049	Check	5.000	USD	09/24/2007	09/24/2007	Paid	Unrecon	
VCHR	11000050	Check	5.000	USD	09/24/2007	09/24/2007	Paid	Unrecon	
VCHR	11000052	Check	500.000	USD	09/25/2007	09/25/2007	Paid	Unrecon	
VCHR	11000060	Check	51.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000061	Check	2,000.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000062	Check	1,000.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000063	Check	5,000.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000064	Check	499.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000065	Check	501.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000066	Check	501.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000067	Check	900.000	USD	10/04/2007	10/04/2007	Paid	Unrecon	
VCHR	11000068	Check	1,000.000	USD	10/08/2007	10/08/2007	Paid	Unrecon	
VCHR	11000070	Check	1,000.000	USD	10/09/2007	10/09/2007	Paid	Unrecon	
VCHR	11000071	Check	1,000.000	USD	10/09/2007	10/09/2007	Paid	Unrecon	
VCHR	11000072	Check	510.000	USD	10/09/2007	10/09/2007	Paid	Unrecon	
VCHR	11000073	Check	2,000.000	USD	10/09/2007	10/09/2007	Paid	Unrecon	
VCHR	11000076	Check	501.000	USD	10/09/2007	10/09/2007	Paid	Unrecon	
VCHR	11000077	Check	501.000	USD	10/09/2007	10/09/2007	Paid	Unrecon	
VCHR	11000078	Check	501.000	USD	10/09/2007	10/09/2007	Paid	Unrecon	

APSC11



Exercise 3: Accounting Entries

Navigation

Accounts Payable >> Review Accounts Payable Info >> Vouchers >> Accounting Entries

Accounting Entries Detailed Information

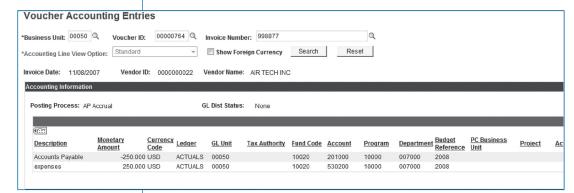
Business Unit: 00050
Voucher ID: 00000764

Additional Instructions:

Click Search to find results.

Results

If your screen doesn't reflect the one below, please notify the instructor.



Exercise 4: Document Status

Navigation

Accounts Payable >> Review Accounts Payable Info >> Vouchers >> Document Status

Accounting Entries Detailed Information

Business Unit: 00050 Voucher ID: 00000340

Additional Instructions:

Click Search to find results.

Results

If your screen doesn't reflect the one below, please notify the instructor.

Vouc	her Do	cument St	atus					
Busines	s Unit: 00	050	Voucher ID:	00000340	1	Document Type:		Voucher
Invoice I	D: X1	23984	In	voice Date:	09/24/2007 I	Document Tolerance	Status:	Valid
Gross A	mount:	10.00	0 USD A	pproval Status:	Approved I	Budget Status:		Valid
Vendor	ID: 00	00000012 I	ocation: 00	0003 3N	MCOMPANY-001	Match Status:		No Match
Associa:	ted Docum	ent elated Info \ (====)			Customize <u>F</u>	ind View All 🎬	First 🕙 1	-4 of 4 🕑 Last
	Business						_	
SetID	Unit	DOC ID	Document T	ype Status	Document Date	te <u>Vendor ID</u>	Locat	tion
SETIND STIND		DOC ID 0000000294	Document To	vpe Status Posted	Document Date 09/24/2007	te <u>Vendor ID</u> 0000000012	<u>Locat</u>	
								03
	<u>Unit</u>	0000000294	Payment	Posted	09/24/2007	000000012	00000	03

Exercise 5: Accounts Payable – Voucher Register

Start Exercise

Step 1.

Navigate to the following menu path:

Accounts Payable >> Reports >> Vouches >> Voucher Register >> Add a New Value

Expected Results: Add a New Value page displays.

Voucher Register
Find an Existing Value Add a New Value
Run Control ID:
Add
Find an Existing Value Add a New Value

APSC15

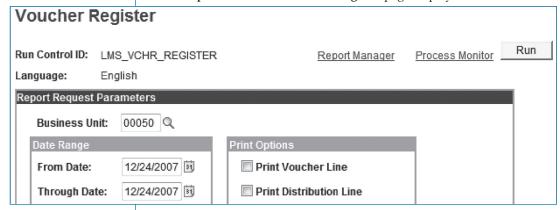
Step 2.

Enter the following information:

Inquiry Name: **"Your initials"_VCHR_REGISTER** (e.g. LMS_VCHR_REGISTER)

Click Add

Expected Results: Voucher Register page displays.



Step 3.

Enter or Select the following information:

Business Unit: 00050
From Date: 11/01/07
Through Date: 11/30/07

Expected Results: Correct data entry.

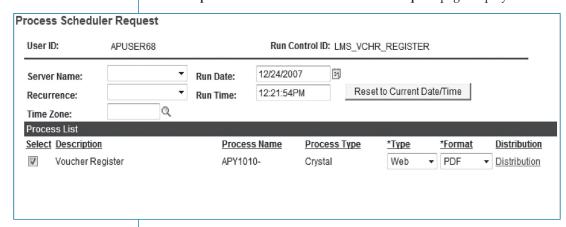
Voucher R	egister			
Run Control ID:	LMS_VCHR_REGISTER	Report Manager	Process Monitor Run	
Language:	English			
Report Request F	arameters			
Business Uni	t: 00050 Q			
Date Range		Print Options		
From Date:	11/01/2007	Print Voucher Line		
Through Date	11/30/2007	Print Distribution Line		

APSC17

Step 4.

Click Run

Expected Results: Process Scheduler Request page displays.



APSC18

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Step 5.

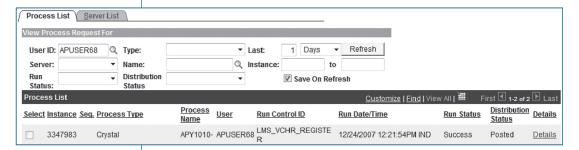


Expected Results: Voucher Register Report page displays.

Step 6.

Click Process Monitor to see process running.

Expected Results: Process Monitor page displays.



APSC19

Step 7.

When $Run\ Status$ is Success and $Distribution\ Status$ is Posted, the report can be viewed.

Click Details .

Expected Results: Process Detail page displays.

Process Deta	til					
Process						
Instance:	33479	83	Type:	Cry	stal	
Name:	APY10	10-	Description:	Vou	ıcher Register	
Run Status:	Succe	SS	Distribution	Stat	us: Posted	
Run	10.77				Update Process	
Run Control ID):LMS_\	/CHR_REGISTER			Hold Reque	est
Location:	Server				Queue Req	
Server:	PSNT				Cancel RedDelete Red	
Recurrence:					Restart Re	
Date/Time					Actions	
Request Crea	ted On:	12/24/2007 12:23:	45PM IND		<u>Parameters</u>	Transfer
Run Anytime A	After:	12/24/2007 12:21:	54PM IND		Message Log	
Began Proces	s At:	12/24/2007 12:24:	29PM IND		Batch Timings	
Ended Proces	s At:	12/24/2007 12:24:	53PM IND		View Log/Trace	
		4				
OK C	Cancel]				

Step 8.

Click View Log/Trace.

Expected Results: View Log/Trace page displays.

View Log/T	race			
Report				
Report ID:	1762064	Process Instance:	3347983	Message Log
Name:	APY1010-	Process Type:	Crystal	
Run Status:	Success			
Voucher Reg	ister			
Distribution [Details			
Distribution	Node: HTTP	Expiration	Date: 1	2/31/2007
File List				
<u>Name</u>		File Size	(bytes)	<u>Datetime Created</u>
APY1010- 33	47983.PDF	81,855		12/24/2007 12:24:53.750000PM IND
CRW APY10	10- 3347983.log	0		12/24/2007 12:24:53.750000PM IND
pssqltrace.trc		506		12/24/2007 12:24:53.750000PM IND
Distribute To				
Distribution II	<u>O Type</u>	*Distril	oution ID	
User		APUSE	R68	
Return	1			

Step 9.

Find the .PDF file. (e.g. $\,$ <u>APY1010- 3347983.PDF }). </u>

Click on the link and the report will open.

Expected Results: Voucher Register Report displays.

	Report ID:	APY1010				counts Payable REGISTER					Page No. Run Date Run Time	12/24/200 12:18:56 PM
usiness Unit:												
or the period:	01.Nov.2007	through 30.N	ov.2007		Voueber He	ader Information						
intered Dt	Vougher ID	Invoice ID	Invoice	Dt Vendor ID	Vendor Name	adei illiorination	Origin	Operator	Entry Stat	Acetg Dt	Post Stat	Dist Cntrl ID
ov/07/2007	00000754	cm8888	Nov/01		3M COMPANY		PYM	JHODGES	Postable	Nov/07/2007	Posted	STANDAR
proval Stat	Currency	Rate Type CRRNT	Exchange Rate 1.00000000	Gross Amt	Discount Amt	Use Tax		Sales Ta		Amt Misc A	mt Net Due Dt	Dsont Due D
cument Type	Docume		Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type		VAT Certificate			y Terms	
					0.00				Y	YYN U	pon Rec	
itered Dt	Voucher ID	Invoice ID	Invoice		Vendor Name		Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
ov/07/2007	00000755	123456	Oct/29		3M COMPANY		PYM	JHODGES	Postable	Nov/07/2007	Posted	STANDAR
proval Stat proved	USD	CRRNT	1.000000000	Gross Amt 10,000.00	Discount Amt	Use Tax 0.00		Sales Ta		0.00 Misc A	mt Net Due Dt 00 Oct/29/2007	Dsont Due D
cument Type	Docume		Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type		VAT Certificate			av Terms	
					0.00				Y	Y Y N U	pon Rec	
intered Dt	Voucher ID	Invoice ID	Invoice	Dt Vendor ID	Vendor Name		Origin	Operator	Entry Stat	Acetg Dt	Post Stat	Dist Cntrl II

APSC22

Exercise complete.

Exercise 6: Accounts Payable – SOIAP016 Query

Start Exercise

Step 1.

Navigate to the following menu path: Reporting Tools >> Query >> Query Viewer

Expected Results: Query Viewer page displays.

Query Viewer											
Enter any information you have and click Search. Leave fields blank for a list of all values.											
*Search By:	Query Name	•	begins with								
Search Advanced Search											

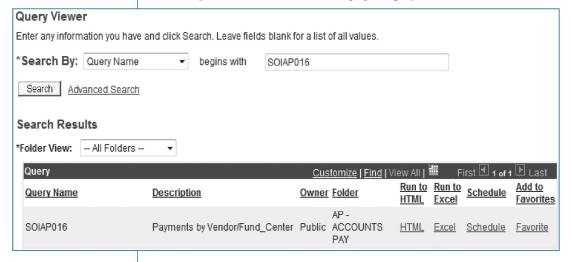
Step 2.

Enter the following information:

Query Name: **SOIAP016**

Click Add

Expected Results: SOIAP016 page displays.

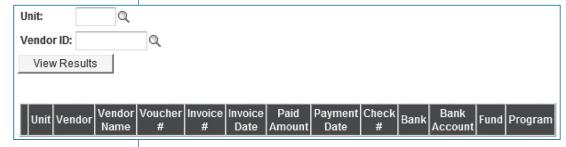


APSC24

Step 3.

Click **Excel** next to the **SOIAP016** query.

Expected Results: New window opens and Query parameters page displays.



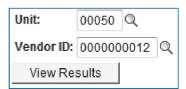
Step 4.

Enter or Select the following information:

Business Unit: 00050

Vendor ID: 0000000012 (8 zeros)

Expected Results: Correct data entry.

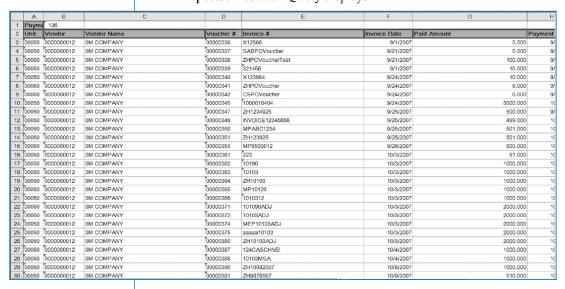


APSC26

Step 5.

Click View Results

Expected Results: Query displays.



APSC27

Exercise complete.

Exercise 7: SOIAP008 - Verify Pending Vouchers Query

Navigation

Accounts Payable >> Vouchers >> Verify Pending Vouchers

Query Parameters

Business Unit: 00050
Origin: PYM

Additional Instructions:

lick View Results to find results.

Exclusively for use by the State of Indiana Issue Date: 01/09/2008

Results

If your screen doesn't reflect the one below, please notify the instructor.

	Α	В	С	D	E	F	G	H1
1	Verify V	97						
2	Origin	Voucher	PS Vendor #	Vendor Name	AOS FID #	Invoice #	Inv Date	PO No.
3	PYM	00000352	0000000046	PRINTERS SUPPLY OF IND INC	351050029-	ZHTestBP_AM17	9/25/2007	7
4	PYM	00000352	0000000046	PRINTERS SUPPLY OF IND INC	351050029-	ZHTestBP_AM17	9/25/200	7
5	PYM	00000360	0000000005	1ST QUALITY PRINTING CENTER	No Auditor of State Payment	CS1284	10/2/200	7 00085000
6	PYM	00000389	0000000466	UNISOURCE	135369500-08	MA1234	10/4/200	7 00055162
7	PYM	00000432	0000000012	3M COMPANY	No Auditor of State Payment	5000787111bl9	10/10/2007	7
8	PYM	00000432	0000000012	3M COMPANY	No Auditor of State Payment	5000787111bl9	10/10/200	7
9	PYM	00000441	0000000012	3M COMPANY	410417775-	SD101007	10/10/2007	7
10	PYM	00000442	0000000724	TERRE HAUTE TYPEWRITER INC	352119789-	MEP1010330	10/10/200	7 00075176
11	PYM	00000448	0000000012	3M COMPANY	410417775-	23445	10/10/200	7
12	PYM	00000450	0000000012	3M COMPANY	410417775-	8997	10/10/2007	7
13	PYM	00000451	0000000012	3M COMPANY	410417775-	7398209	10/10/2007	7
14	PYM	00000451	0000000012	3M COMPANY	410417775-	7398209	10/10/2007	7
15	PYM	00000452	0000000012	3M COMPANY	410417775-	ZH6545654	10/10/2007	7 00085000
16	PYM	00000459	0000000012	3M COMPANY	410417775-	1415152135552	10/11/200	7
17	PYM	00000460	0000000012	3M COMPANY	410417775-	1241545325	10/11/2007	7
18	PYM	00000461	0000000012	3M COMPANY	410417775-	2354325	10/11/2007	7
19	PYM	00000462	0000000012	3M COMPANY	410417775-	4251346	10/11/2007	7
20	PYM	00000463	0000000012	3M COMPANY	410417775-	92385932	10/11/2007	7
21	PYM	00000464	0000000012	3M COMPANY	410417775-	ZH12345	10/11/200	7
22	PYM	00000465	0000000012	3M COMPANY	410417775-	ZH23456	10/11/200	7
23	PYM	00000466	0000000012	3M COMPANY	410417775-	1012K	10/11/200	7
24	PYM	00000466	0000000012	3M COMPANY	410417775-	1012K	10/11/200	7
25	PYM	00000467	0000000012	3M COMPANY	410417775-	ZH34567	10/11/200	7
26	PYM	00000468	0000000012	3M COMPANY	410417775-	ZH45678	10/11/2007	7
27	PYM	00000469	0000000012	3M COMPANY	410417775-	ZH67890	10/11/200	7
28	PYM	00000470	0000000012	3M COMPANY	410417775-	ZH89012	10/11/200	7
29	PYM	00000471	0000000012	3M COMPANY	410417775-	ZH234556	10/11/2007	7
30	PYM	00000472	0000000012	3M COMPANY	410417775-	ZH5678887	10/11/2007	7